

## **CIVIL DESIGNER**

### **DISTINGUISHING FEATURES**

The fundamental reason the Civil Designer position exists is to perform professional level civil design work in the preparation and/or technical review of CIP construction documents in the Capital Projects Management Division of the Municipal Services Department. This classification is non-supervisory. This position reports to a Capital Projects Management Director

### **ESSENTIAL FUNCTIONS**

Provides technical expertise in designing and constructing quality capital projects within established budgetary guidelines.

Conducts field reviews and site inspections.

Coordinates and schedules review of project submittals with other interested disciplines within the City staff to ensure the highest level of quality.

Works with project management team and City Right-of-Way Agents to assist and review right-of-way requirements and prepare related instruments such as strip maps, legal descriptions and exhibits.

Assists in the on-going maintenance and development of City cost estimating database for public works construction.

Provides quality review of plans and reports submitted by design consultants for compliance.

Prepares requests for payment and coordinates other payment requests with project coordinators/managers and City staff; maintains payment logs related job records; and reports problems incurred and their resolution.

Reads blue prints, construction plans and microfiche reports.

Responsible for project coordination, civil engineering design, construction estimates, specifications, preliminary and final drafting for minor capital improvement projects.

Attendance and punctuality are essential functions to this position.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

##### Knowledge of:

The principles and practices of civil engineering as it relates to public works project planning, design, and construction standards and specifications.

And proficiency in preparing construction cost estimates.

##### Ability to:

Listen and communicate effectively with a diverse group of people, including other public agencies and public utilities incorporating review comments as required by the project.

Lift and transport materials, including maps, blueprints, code books, etc., weighing between 20 and 50 pounds, over both short and long distances.

Establish and maintain effective working relationships with the general public, governmental agencies, consultants, developers, and City staff.

Operate a variety of standard office equipment, including a personal computer, which require continuous and repetitive eye and arm or hand movement.

Enter data or information into a terminal, PC or other keyboard device.

Effectively communicate, both verbally and in writing.

**Education & Experience:**

Requires a Bachelor's degree in Civil Engineering or a related field, or combined equivalent experience; and three years experience in civil engineering design of public works projects, including 2 years of computer-related drafting and design experience.

A valid Arizona Driver's License and no major driving citations in the last 39 months are required for all driving positions.

FLSA Status: Exempt

HR Ordinance Status: Unclassified